

6 September 9.30 – 10.30
Mødelokale 1671-234
Steering Committee Meeting

Present: Søren Bom Nielsen, Lene Kjeldsteen, Mads Faurschou Knudsen, Jan Piotrowski, Charles Lesher, Thomas Lund Hansen and Karen Engell Dalsgaard (minutes).

Agenda:

1. Approval of agenda and minutes
2. To-do list
3. Economy
 - a. notes from controller
 - b. presentation of accounts 2016 and budget for 2017-2012
 - c. NLL status
4. Women in science – action plan to be discussed in Department Forum and Research Committee – see attachment
5. Teambuilding follow-up: how do we:
 - a. Invite chairs from other committees for discussions?
 - b. Insure more openness about the steering committee and invite employees to take active part in the department
6. AOB

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Ad 1 Approval of agenda and minutes

Minutes and agenda were approved.

Ad 2 To-do list follow-up.

	What	Who
1	Talk to Charlotte about being coordinator for lab changes. Mads has talked to Charlotte, who will coordinate lab changes in the future. Jan will be needing more space and will talk to Charlotte. Søren suggested a coordination meeting between Mads, Jan, Charlotte, and Christian.	Mads
2	Talk to Thomas Nielsen about coordinating the award efforts. Done – and Thomas has made a list of awards.	Søren
3	Awards in the newsletter . Awards will be mentioned in the newsletters.	Lene
4	Awards on next joint meeting.	Søren

	Will be taken up at the next joint meeting, which Søren will announce.	
5	Find mail from Jens Maigaard. Done.	Søren
6	Ask Thomas to explain figures at next meeting. Will happen.	Lene
7	Ask Thomas to send materials to Karen, too. Has happened.	Lene

Ad 3 Economy

- a) notes from controller
- b) presentation of accounts 2016 and budget for 2017-2012
- c) NLL status

The time for the meeting had been changed and Karen was not able to be present for the first part of the meeting. The minutes are based on Esben's notes up to just before c) NLL status.

Thomas walked us through the numbers and it was decided that there should be an orientation about budgeting at the next staff meeting. A follow up will take place at a later stage.

TTO has accepted the cooperation agreement for NLL. Sales will cover the costs. NLL will be taken up again at the next meeting.

Ad 4. Women in science

The department must produce an action plan taking these five actions into account:

1. Focus on equality (numbers)
2. Recruitment and employment
3. Talent development
4. International mobility
5. Attractive culture

Everyone agreed that it was a good initiative, although Chip objected to point 4 as he does not agree that travel is the most important factor.

Our action plan must be handed in before September 15.

Ad 5 Follow-up on teambuilding

The time had run out and it was agreed to postpone this to the next meeting.

To-do list

	What	Who
1	Coordination meeting between Mads, Jan, Charlotte, and Christian	Mads/Jan



2	NLL on the agenda again next time	Lene
3	Team-building follow up on the agenda next time	Lene
4	Budgeting on the agenda for next staff meeting	Søren
5	Awards on the agenda for next staff meeting	Søren